

Policy 1339

Negotiated Amicable Separation Agreements for Administrative & Professional Faculty

Date of Current Revision: April, 2008

Responsible Office: Human Resources

1. PURPOSE

The purpose of this policy is to ensure uniform procedures to follow in negotiating amicable separation agreements between the university and full-time Administrative & Professional Faculty Members.

2. AUTHORITY

The Board of Visitors is given the authority to establish personnel policies for all employees of the university. This power is delegated to the President in areas in which the Board has not established policy.

3. DEFINITIONS

Administrative & Professional Faculty:

A faculty member whose primary responsibility is management or administration but is not teaching (as opposed to instructional faculty).

4. APPLICABILITY

This policy applies to all employees designated as administrative or professional faculty and those who supervise them.

5. POLICY

The university may negotiate mutually amicable separation agreements with administrative and professional faculty when such is determined to be in the best interest of the university. Such agreements provide a means for ending the employment relationship in a non-adversarial manner. Such agreements may be developed and implemented where unsuccessful job matches, irresolvable personality conflicts, or other circumstances lead the parties to agree that an end to the employment relationship is in the best interest of all parties. Decisions to enter into amicable separation agreements shall be voluntary on the part of the university and the employee. An employee and the university shall have the option to pursue traditional means of separation. The employee also has the option to pursue a review of a separation procedure in accordance with Policy 1335.

6. PROCEDURES

The appropriate vice president, in collaboration with the Director of Human Resources may negotiate mutually amicable separation agreements with administrative and professional faculty member when such is determined to be in the best interest of the University.

Amicable separation agreements can be initiated by either party and shall be documented on a case-by-case basis. Such agreements must be approved by the appropriate vice president and the President and signed by the A&P faculty member and the appropriate vice president. The Office of the Attorney General shall be informed before final execution and implementation.

7. RESPONSIBILITIES

The President is responsible for review and approval of each amicable separation agreement with an A&P faculty member.

The appropriate vice president is responsible for initiating and overseeing negotiations for mutually amicable separation agreements.

The Human Resources Director is responsible for review and approval of each amicable separation agreement.

8. SANCTIONS

Sanctions for failure to comply with this policy will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

None

10. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Director of Human Resources.

Previous version: May, 2006

Approved by the President: May 2006

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